



ROBERT BENTLEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
TAYLOR HARDIN SECURE MEDICAL FACILITY
1301 JACK WARNER PARKWAY NORTHEAST
TUSCALOOSA, ALABAMA 35404-1060
205-556-7060
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JAMES V. PERDUE
COMMISSIONER

DR. BARBARA JACKSON
ACTING
FACILITY DIRECTOR

AN EQUAL OPPORTUNITY EMPLOYER
ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT SYSTEM POSITION

JOB TITLE: Planning and Quality Assurance Specialist I

NUMBER: 16-03

JOB CODE: Q1000

POSITION NO.: 8836133

JOB LOCATION: Taylor Hardin Secure Medical Facility
1301 Jack Warner Parkway, Northeast
Tuscaloosa, AL 35404

DATE: 02-12-16

SALARY RANGE: 71 (\$33,902.60 - \$51,376.80)

MINIMUM QUALIFICATIONS: Quality Assurance Option: Bachelor's degree in Public Health Administration, Business Administration, Social Work, Psychology, Nursing, Statistical Analysis/Research, or a Human Service Field. Registered Nurses qualify with a diploma or an Associate's degree in Nursing. Must have some experience (12 months or more) in the collection and analysis of data and auditing of records.

OR

Extensive (60 months or more) experience in the collection and analysis of data and auditing of records with the Department of Mental Health.

NECESSARY SPECIAL REQUIREMENT: Possession of, eligible for, license or certification, if required for the particular discipline.

KIND OF WORK: Assists in monitoring activities that support the safety, care, and treatment of forensic patients. Ensure compliance with appropriate standards for accreditation and certifications. Collects, aggregates, and analyzes statistical data trends, etc. Develops designated reports for presentation to various committees, that combine statistical and quality control information. Participates in the data collection and reporting requirements for the Joint Commission Core Measures. Implements and coordinates teams, (i.e. process action teams) to evaluate quality and safety related topics.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Knowledge of quality improvement concepts (performance improvement). Ability to plan, organize, and prioritize work activities. Ability to communicate effectively both orally and in writing. Ability to analyze information and recommend appropriate action. Knowledge and experience in using a computer and related software programs. Working knowledge of applicable standards (Joint Commission and Medicare) requirements, department policies, and other applicable state and federal requirements.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their training, experience and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as mentioned above. All relevant information is subject to

verification. Drug screening required. Security Clearances will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

HOW TO APPLY: Use an Application for Professional Employment, which may be obtained from this office. Application should be returned to the Personnel Office (at the address above) by UNTIL FILLED in order to be considered for this position. Do not return this application to the State Personnel Department. Copies of all licenses should be forwarded with your application. ***A COPY OF OFFICIAL COLLEGE/UNIVERSITY TRANSCRIPT FROM COLLEGE/UNIVERSITY ATTENDED SHOULD ALSO BE FORWARDED TO THE PERSONNEL OFFICE (AT THE ADDRESS ABOVE). JOINT COMMISSION ACCREDITED/EQUAL OPPORTUNITY EMPLOYER.**

“Only work experience detailed on the application form will be considered. Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application.”

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